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2057068706

Note for Ellis, Cathy

From: Ellis, Cathy

Date: Fri, Jan 26, 1996 11:05 PM 2057068706A

Subject: RE: CONFERENCE IN ATLANTA

To: Morris, Gloria

Actually - I thought if the book was good enough and it covered the questions in the brochure, that I wouldn't need to take the time to go to the conference.

From: Morris, Gloria on Fri, Jan 26, 1996 10:59 AM
Subject: CONFERENCE IN ATLANTA 2057068706B
To: Ellis, Cathy

The conference in April in Atlanta "World-Class New Product Develoment" - you asked me to order a book - the brochure says a complimentary copy of the book will be given to each forum participant. Do you still want me to order book so you'll have it ahead of time?
Gloria

Note for Ellis, Cathy

From: Ellis, Cathy

Date: Fri, Jan 26, 1996 11:03 PM

Subject: Meeting Monday

To: Newman, Ken

2057068706C

Ken:

I have a meeting from 11:30-12:30 on Monday the 29th. Gloria is not aware of it because Joy did arrangements. I have invited the Sr. Team as it relates to the A2 sec. job grading. I need to take care of this now.

Source: https://www.industrydocuments.ucsf.edu/docs/xyfk0000

2057068707

I can meet from 11-11:30 if the Sr. team doesn't run long or after the mentoring meeting at about 4.

Message for Ellis, Cathy

From: Ellis, Cathy

Date: Fri, Jan 26, 1996 10:55 PM

Subject: FW: secretary job descriptions

To: Bickett, Joe; Burnley, Harold; Carchman, Rich; Cox, Richard; Ellis, Cathy; Heretick, Dick; Lilly, Cliff; Lively, Ron; Roberts, Diane; Whidby, Jerry

2057068707A

FYI - Let's discuss at the Sr Team meeting. However, I have scheduled an appointment with Nancy for 11:30 on Monday because I heard through Diane that Nancy was not leaning toward one grade. The sheets the secretaries are filling out should be done by Monday. I think it would be wonderful if the Sr. Team spoke with Nancy in A1 from 11:30-12:30. Please join me.

Diane - how is she going to look at each job individually? I just wrote one job description - now does she want four?? Will she use the sheets that are being filled out?? Interviews?? Why can't it be done right by Tuesday???

From: droberts@pm23 on Fri, Jan 26, 1996 10:25 AM
Subject: secretary job descriptions
To: Ellis, Cathy

2057068707B

I just talked to Nancy Conkright. She is planning to hold up the evaluation(s) until Comp receives the input sheets from the secretaries. Nancy feels strongly that this process needs to be done right rather than rush through the evaluation because of Gloria's situation. She also wants to look at each job individually and make the determination whether there are enough similarities between the jobs to waarant one (or two) descriptions.

Note for Ellis, Cathy

From: Ellis, Cathy

Date: Fri, Jan 26, 1996 10:49 PM

2057068707C

Subject: RE: CONFERENCE IN ATLANTA

To: Morris, Gloria

2057068707D

Yeah - I figure I'll pass the other copy around.

From: Morris, Gloria on Fri, Jan 26, 1996 10:59 AM
Subject: CONFERENCE IN ATLANTA
To: Ellis, Cathy

The conference in April in Atlanta "World-Class New Product Develoment" - you asked me to order a book - the brochure says a complimentary copy of the book will be given to each forum participant. Do you still want me to order book so you'll have it ahead of time?
Gloria

Source: https://www.industrydocuments.ucsf.edu/docs/xyfk0000